



**DEPARTMENT OF THE NAVY**  
**NAVAL MEDICAL RESEARCH CENTER DETACHMENT**

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34031 - 3800

IN REPLY REFER TO  
NMRCINST 2305.1G  
23 Jun 2004

**NMRCD INSTRUCTION 2305.1G**

**From:** Officer-in-Charge, Naval Medical Research Center Detachment

**Subj:** USE OF NMRCD TELEPHONES

1. Purpose To promulgate policy for the use of NMRCD telephones.

2. Cancellation NMRCD INSTRUCTION 2305.1F is hereby cancelled

3. Capabilities. NMRCD provides Admin, Science and Science Support staff with telephone extensions and, in some cases, cell phones. It is the user's responsibility to efficiently manage the use of these resources in order to get a cost effective reliable communication. Depending on the user's needs, some features may have been restricted.

a NMRCD Facilities Telephone System Capabilities

(1) Internal communications. Calls can be placed from one extension to another within the Command facilities with no cost involved.

(2) Communications with the U.S. Embassy in Lima, Peru. Calls placed from an NMRCD extension to another extension in the U.S. Embassy. These calls are made by a permanent voice link between the two facilities with a flat monthly rate. The cost is independent from the number of calls or their duration.

(3) Communications with the Peruvian Navy Hospital in Callao. Calls placed from an NMRCD extension to an extension in the Peruvian Navy Hospital are made using a permanent voice link between the two facilities with no cost involved.

4 Local phone calls Calls placed within Lima and Callao

(5) National phone calls Any call placed within Peru except Lima and Callao.

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(6 International phone calls. Any call placed outside Peru

Voice mailbox Provided to certain extensions only

b Lima-Based Peruvian Cell Phone capabilities

Outgoing calls are charged based on the service provider rates. Incoming calls are not charged.

Local phone calls. Calls placed within Lima and Callao

(2) National phone calls. Any call placed within Peru except Lima and Callao.

(3) International phone calls. Limited to the Officer-in-Charge and key designated personnel.

(4) RPM. Private 5-digit communication network between any official cell phones, even outside Lima but within Peru. At a very low rate (same as a local cell phone call), it's the best option besides telephone extension internal communication for contacting NMRCD's staff.

Voice mailbox.

c. Iquitos-based Peruvian Cell Phone capabilities

These cell phones are only assigned to designate staff permanently located in Iquitos. Outgoing calls are charged based on the service provider rates. Incoming calls are not charged.

Local phone calls. Calls placed within Iquitos.

(2) National phone calls Any call placed within Peru except Iquitos

(3) International phone calls. Limited to key designated personnel.

(4) RPM. Private 5-digit communication network between any official cell phones, even outside Iquitos but

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within Peru. The cost per call is the same as a local call cost when RPM is used.

Voice mailbox

d. U.S. Cell Phone capabilities

The U.S. Cell phones are based on pre-paid services. Incoming and outgoing calls are charged.

(1) National phone calls. Any call placed within the U.S. territory where signal is available.

(2) International phone calls. Any call placed outside the U.S. territory.

(3) Voice mailbox.

e. Peruvian-Based Satellite Cell Phone capabilities

The Satellite cell phone coverage is for all the Americas only. The cost control and billing information is based on Peruvian rates.

National phone calls. Any call placed within Peru

(4) International phone calls. Any call placed outside Peru.

Voice mailbox

4 Policy.

a. Telephones are a critical tool for the staff of NMRCD. Both the science and science support staff must have ready access to local and long distance telephone service to accomplish the NMRCD mission. NMRCD has a state of the art telephone system that expands the number of incoming and outgoing lines available, reduces dependence on the receptionist, and gives all staff much more ready access to telephones. NMRCD currently pays for one IVG line, which gives unlimited access to metropolitan Washington DC (area codes 301, 202, and 703), free access long distance (800, 880) numbers, and

Defense Switched Network (DSN). A number of NMRCD staff have been issued cell telephones united within a private network (RPM). The current NMRCD telephone system and the availability of cell phones have greatly increased communications and NMRCD efficiency.

b. With this decentralization and ready access, however, comes increased potential for misuse and overuse of telephones. Local and long distance calls, particularly long distance calls, are expensive. Cellular phone charges are also very expensive. It is essential that all NMRCD staff use telephones only as needed, and that they follow certain guidelines to minimize telephone usage, particularly when making long distance calls or using cell phones.

c. Alternatives to direct dial long distance dialing should be utilized whenever available. Cost effective services such as e-mail should be used to send and receive documents scanned as PDF or any other compatible file format. Faxes should be used only when Internet services are unavailable. When dialing the metropolitan Washington, DC, area or free access numbers long distance, IVG lines should be used. (There are no restrictions on using IVG access to the United States) When calling long distance within Peru, direct dial should be used. RPM communication should be used to make long distance calls within Peru only to other RPM capable cell phones. However, when dialing long distance outside Peru, access through the Embassy IVG line should be used, cellular telephones should only be used when there is no other reasonable alternative. Cellular telephones should not be used for long distance calls except in emergencies.

d. NMRCD telephones are for "Official Use Only". In general, NMRCD telephones should not be used to make personal calls. Occasionally, however, personal calls must be made. Personal calls should be kept to a minimum and whenever possible be made during the lunch hour or after normal working hours. The IVG lines to the United States may be used for personal calls after work hours or during the lunch period.

## 5 Procedures

a. Procedures for using Embassy IVG lines and Globalphone Service are readily available from the receptionist and the Administrative staff.

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b. All NMRCD staff are responsible for learning the policies for telephone usage and the proper procedures for accessing IVG lines and the Globalphone Service. The Defense Switched Network (DSN), accessible through IVG line should be a "first use choice" to all military facilities that have DSN capability.

c. No logs of long distance phone calls will be kept. However, all American and FSN supervisors are responsible for promulgating telephone usage policies and procedures and for overseeing phone usage in their departments.

d. Any personal long distance call must be reported to the Telephone Usage Monitor (TUM). The proper forms will be filled out for reimbursement and forwarded to the Embassy cashier via the Administrative Officer.

e. The TUM will review all NMRCD phone bills to assure telephone usage policies and procedures are followed and that there are not inappropriate telephone charges.

f. A monthly cost-per-cell-phone report is prepared at the Information Systems Division (ISD) and sent to the TUM for proper action in case of abuse.

g. The Administrative Officer or his designated staff member(s) will review phone usage patterns quarterly.

h. There are available Lima-based cell phones for VIP visitors or temporary personnel requiring communication capabilities at all time anywhere. The Administrative Officer (AO) and/or the Officer-In-Charge (OIC) must authorize the temporary assignment of a cell phone to a visitor. The request should come from a Head Department or senior FSN. ISD will issue the approved cell phone and report it to the TUM and the NMRCD receptionist.


i. The U.S. cell phones are based on pre-paid services. Prior to travel to the U.S., coordinate with ISD the acquisition of on-line minutes for those phones. The U.S. pre-paid cell phones are charged for making or for receiving calls.

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j. The Satellite cell phones rates are very expensive and are assigned to field trips only. The communications with these phones should be limited to the necessary.

6. Action. Department heads and supervisors will assure compliance to this instruction.

  
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Acting